

Legislative Council Management Subcommittee

Operating Procedures

Legislative Council Management Subcommittee, presiding officers, members, vacancies

The presiding officer and vice presiding officer of the Legislative Council may be members of the Management Subcommittee unless the presiding officer or vice presiding officer appoints a designee from the Legislative Council.

The presiding officer and vice presiding officer shall each appoint one additional member from the Legislative Council to the Management Subcommittee who is from the same political party as the presiding officer or vice presiding officer.

The presiding officer of the Legislative Council shall appoint the chair of the Management Subcommittee. The presiding officer of the Legislative Council may delegate non-statutory duties of the Legislative Council to the Management Subcommittee.

Members of the Management Subcommittee shall serve a fixed biennial term beginning July 1 of each odd-numbered year. The presiding officer or vice presiding officer may fill an unexpired term of office as needed.

Scope of Authority

The Management Subcommittee shall provide counsel and advice to the executive director in an advisory capacity to the Legislative Counsel. The scope of authority of the Management Subcommittee is limited by any applicable provisions of state law, Legislative Council rules, and the Joint Rules of the House and Senate of the Legislative Assembly.

Management Subcommittee Meetings

The Management Subcommittee may meet with the executive director quarterly. The Management Subcommittee may also meet prior to Legislative Council meetings.

The Management Subcommittee shall provide public notice of meetings. Meeting may be conducted in person or remotely via videoconference. Three members of the Management Subcommittee constitute a quorum. The Management Subcommittee may not meet without a quorum present.

Members of the public or other interested parties may attend meetings of the Management Subcommittee unless the meeting is closed to the public to discuss personnel issues.

Meetings of the Management Subcommittee are not required to be audio recorded or video recorded or streamed on the Internet.

The executive director shall keep an abridged record of the Management Subcommittee meetings that are open to the public and provide updates to the Legislative Council about Management Subcommittee recommendations that may necessitate Legislative Council action.

The director Human Relations shall keep an abridged record of the Management Subcommittee meetings that are closed to the public.

Management Subcommittee may Counsel and Advise

The Management Subcommittee may counsel and advise the executive director about the following issues:

- **Legislative Council Agenda** – The Management Subcommittee may propose items for the Legislative Council Agenda.
- **Meeting Materials** – The Management Subcommittee may ask questions and make observations or comments to the executive director about materials or content provided to the Legislative Council.
- **Strategic Initiatives** – The executive director shall report new proposals and progress toward the implementation of ongoing strategic priorities.
- **Budget** – The executive director shall provide regular budget updates and seek advice and counsel from the Management Subcommittee on the development of the biennium budget. The executive director shall seek advice and counsel from the Management Subcommittee about creating a competitive pay plan for employees of the Legislative Services Division.
- **Selection and Retention** – The executive director shall report to the Management Subcommittee about the selection and retention of employees of the Legislative Services Division. The Management Subcommittee may request the executive director to provide information about the training and professional development of professional staff.
- **Attendance** – The director may provide periodic updates on the divisions of Legislative Services. The directors of Legal, Research, Budget, OLIS, and HR may be included in Management Subcommittee meetings on request.
- **Performance Review** – Under the direction of the Legislative Counsel, the Management Subcommittee may establish general goals and objectives for the executive director. The Management Subcommittee shall conduct a formal, annual performance review with the executive director. The Management Subcommittee may conduct informal performance reviews either quarterly or semiannually. The Management Subcommittee may provide feedback and make observations to the executive director about the job performance of the executive director.

Revision of Operating Procedures

These operating procedures may be amended by the recommendation of the presiding officers of the Legislative Council and by majority vote of the Legislative Council.